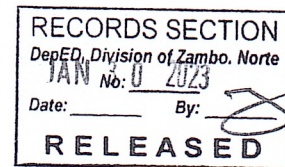




Republic of the Philippines
Department of Education
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



January 26, 2023

Division Memorandum
No. 81 s. 2023

**BEHAVIORAL EVENTS INTERVIEW (BEI) AND DOCUMENT
VALIDATION OF ADMINISTRATIVE OFFICER II APPLICANTS IN DEPED,
DIVISION OF ZAMBOANGA DEL NORTE**

**To: Public Schools District Supervisors
District Selection Sub-Committees
All Others Concerned**

1. In relation with Division Memorandum 466 s. 2022 and the filling up of the newly created Administrative Officer II positions for the different identified schools, the Schools Division of Zamboanga del Norte will conduct the Behavioral Events Interview (BEI) and document validation through the District Selection Sub-Committees (DSSC).
2. The DSSC's are tasked to conduct the interview and document validation process with the Division Document Evaluator assigned in their district. In addition, the different sub-committees of each district are hereby advised to prepare venues for the conduct of the said activity. Division Document Evaluators will also join the DSSC of each district for the document validation of the applicants.
3. In preparation for the scheduled BEI and document validation, the HRMSPB will hold a meeting/orientation with the different DSSC's to discuss topics on the document validation and BEI process. The meeting/orientation will be held virtually via MS Teams Link: depedzn.net/link/5db1d6 on **February 1, 2023**. All applicants' documents will be pre-evaluated by the Division Document Evaluators in preparation for the BEI and Document Validation with the applicants.
4. The behavioral events interview and document validation will be done simultaneously in coordination with our Division ITO and HRMPSB Secretariat on **February 8-10, 2023**.



Address: Capitol Drive, Estaka, Dipolog City 7100
Email: zn.division@deped.gov.ph
FB: DepEd Tayo- Schools Division of Zamboanga del Norte

Tel. No.: (065) 212- 5843
Website: www.depedzn.net



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5. Any expenses incurred during the activity including travel expenses shall be charged to school funds or SDO funds for Division Document Evaluators and staff.
6. Final deliberation of the Comparative Assessment Result will be done together with the DSSCs and the Division HRMSPB. Schedule and venue will be announced on a separate memorandum on **February 14-16, 2023**.
7. For information, guidance and compliance.


VIRGILIO P. BATAN, JR., CESO VI
Schools Division Superintendent

PersonnelAMN/HRMPSBmemorandum/HM-001-2023/012623



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